PUTTING ENGLISH TO WORK 1:
UNIT 3

THE CALENDAR

In this unit you will learn:

THESE LIFE SKILLS:

- Give days and dates
  - It's March second.
- Give addresses
  - His address is 8427 1st Street.
- Give telephone messages
  - Please tell her to call Ryan.

THIS VOCABULARY:

- Days and months
  - Monday, September
- Places
  - cafe, market, park

THIS GRAMMAR:

- Verb “BE” - negative form
  - He isn’t at home.
- Ordinal numbers
  - first, twenty-second
Vocabulary: Places in the Community

Review the vocabulary from the video:

cafe  home  market  park  school

More Places in the Community

bakery  bank  bookstore  laundromat  gas station  post office

Exercise 1: Circle the correct word.

1. home
2. bakery
3. laundromat
4. market
5. school
6. bank
7. park
8. gas station
9. bookstore
10. post office

Exercise 2: Unscramble the following words.

1. a e f c ___________________________ cafe
2. o o s l h c ___________________________
3. a e t k r m ___________________________
4. p k r a ___________________________
5. o s o r e k o t b ___________________________
6. a s g i t t s n o a ___________________________

Listening from the Video

Exercise 3: Watch the second “It’s Your Turn.” Point to the answers. Circle the answers.

1. Is Bob at work?
   a. Yes, he is.  
   b. No, he’s not. He’s at home.

2. Is Bob at home now?
   a. Yes, he is.  
   b. No, he’s not. He’s at work.

3. Is Bob at the park?
   a. Yes, he is.  
   b. No, he’s not. He’s at the cafe.

4. Is Bob at the park now?
   a. Yes, he is.  
   b. No, he’s not. He’s at the cafe.

5. Is Bob at the market?
   a. Yes, he is.  
   b. No, he’s not. He’s at home.

6. Is Bob at the market now?
   a. Yes, he is.  
   b. No, he’s not. He’s at home.

Exercise 4: Watch “It’s Your Turn” again. Write the information from the video.

PHONE MESSAGE

DATE:  
TIME:  
FOR:  
FROM:  
MESSAGE:  

_________________________________________

_________________________________________
Days of the Week

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
</table>

Months of the Year

<table>
<thead>
<tr>
<th>January</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
</tr>
</thead>
</table>

Exercise 5: Complete the spaces below with the days and months.

Sunday ______ _______ ___________ ______  _____  ______
January ___________ _______ _______   May ______ _______
_________ September __________ _____________ __________

Numbers

<table>
<thead>
<tr>
<th>CARDINAL</th>
<th>ORDINAL</th>
<th>CARDINAL</th>
<th>ORDINAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>one</td>
<td>1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>17</td>
</tr>
<tr>
<td>2</td>
<td>two</td>
<td>2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>18</td>
</tr>
<tr>
<td>3</td>
<td>three</td>
<td>3&lt;sup&gt;rd&lt;/sup&gt;</td>
<td>19</td>
</tr>
<tr>
<td>4</td>
<td>four</td>
<td>4&lt;sup&gt;th&lt;/sup&gt;</td>
<td>20</td>
</tr>
<tr>
<td>5</td>
<td>five</td>
<td>5&lt;sup&gt;th&lt;/sup&gt;</td>
<td>21</td>
</tr>
<tr>
<td>6</td>
<td>six</td>
<td>6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>22</td>
</tr>
<tr>
<td>7</td>
<td>seven</td>
<td>7&lt;sup&gt;th&lt;/sup&gt;</td>
<td>23</td>
</tr>
<tr>
<td>8</td>
<td>eight</td>
<td>8&lt;sup&gt;th&lt;/sup&gt;</td>
<td>24</td>
</tr>
<tr>
<td>9</td>
<td>nine</td>
<td>9&lt;sup&gt;th&lt;/sup&gt;</td>
<td>25</td>
</tr>
<tr>
<td>10</td>
<td>ten</td>
<td>10&lt;sup&gt;th&lt;/sup&gt;</td>
<td>26</td>
</tr>
<tr>
<td>11</td>
<td>eleven</td>
<td>11&lt;sup&gt;th&lt;/sup&gt;</td>
<td>27</td>
</tr>
<tr>
<td>12</td>
<td>twelve</td>
<td>12&lt;sup&gt;th&lt;/sup&gt;</td>
<td>28</td>
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<td>13</td>
<td>thirteen</td>
<td>13&lt;sup&gt;th&lt;/sup&gt;</td>
<td>29</td>
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<td>14</td>
<td>fourteen</td>
<td>14&lt;sup&gt;th&lt;/sup&gt;</td>
<td>30</td>
</tr>
<tr>
<td>15</td>
<td>fifteen</td>
<td>15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>31</td>
</tr>
<tr>
<td>16</td>
<td>sixteen</td>
<td>16&lt;sup&gt;th&lt;/sup&gt;</td>
<td></td>
</tr>
</tbody>
</table>
**Exercise 6:** Write the ordinal numbers.

<table>
<thead>
<tr>
<th>3rd</th>
<th>23rd</th>
</tr>
</thead>
<tbody>
<tr>
<td>third</td>
<td></td>
</tr>
<tr>
<td>20th</td>
<td>31st</td>
</tr>
<tr>
<td>8th</td>
<td>10th</td>
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<tr>
<td>4th</td>
<td>21st</td>
</tr>
<tr>
<td>11th</td>
<td>12th</td>
</tr>
<tr>
<td>1st</td>
<td>9th</td>
</tr>
</tbody>
</table>

We use ordinal numbers to give a date

*Example.* What’s the date? It’s May 8th. *(May eighth)*

When’s your birthday? It’s March 2nd. *(March second)*

**Exercise 7:** Practice reading the following dates.

1. April 10th
2. June 4th
3. November 22nd
4. January 4th
5. August 1st
6. October 25th

We write the date in this order: month/day/year

*Example:* September 14, 2002 or 9/14/02

**Exercise 8:** Write the following dates in another way.

1. 3/9/04  *March 9, 2004*
2. 7/12/95
3. 10/11/01
4. 5/28/06
7. December 2, 2005
8. January 18, 1999
Address

<table>
<thead>
<tr>
<th>Street</th>
<th>Road</th>
<th>Place</th>
<th>Avenue</th>
<th>Boulevard</th>
</tr>
</thead>
</table>

Abbreviations

Street = St.  
Road = Rd.  
Place = Pl.  
Avenue = Ave.  
Boulevard = Blvd.

Exercise 9: Write the word next to the abbreviation.

a. Blvd. __________________  
b. Rd.__________________  
c. Ave.___________________  
d. St.__________________  
e. Pl.__________________

Leave a Phone Message

pick up  
dial  
leave a message  
hang up

Exercise 10: Put the actions in the correct order from 1 to 4.

_____  ____   ____   ____
dial hang up leave a message pick up

Exercise 11: Put the following conversation in order.

____  What’s your number?  
____  No, she’s not.  
____  Thank you. Bye.  
____  Please tell her to call John.  
 1____  Is Linda there?  
____  It’s 555-7491.
Grammar: Verb “BE” — Negative Form

<table>
<thead>
<tr>
<th>Negative</th>
<th>Negative Contraction</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>am not</td>
</tr>
<tr>
<td></td>
<td>'m not</td>
</tr>
<tr>
<td>He/She</td>
<td>is not</td>
</tr>
<tr>
<td></td>
<td>isn’t</td>
</tr>
<tr>
<td>It</td>
<td>is not</td>
</tr>
<tr>
<td></td>
<td>isn’t</td>
</tr>
<tr>
<td>We/You/They</td>
<td>are not</td>
</tr>
<tr>
<td></td>
<td>aren’t</td>
</tr>
<tr>
<td></td>
<td>at the bank.</td>
</tr>
<tr>
<td></td>
<td>at home.</td>
</tr>
<tr>
<td></td>
<td>at the park.</td>
</tr>
</tbody>
</table>

Exercise 12: Look at the model. Fill in the blanks. Use the contraction.

1. He isn’t at home. He’s at school.

2. She ___________________________
   ________________________________

3. You ___________________________
   ________________________________
### Review: Verb “BE”

<table>
<thead>
<tr>
<th>QUESTION</th>
<th>CONTRACTION 1</th>
<th>CONTRACTION 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Am I at home?</td>
<td>No, you're not.</td>
<td>No, you aren't.</td>
</tr>
<tr>
<td>Is he at the park?</td>
<td>No, he's not.</td>
<td>No, he isn't.</td>
</tr>
<tr>
<td>Is she at the bank?</td>
<td>No, she's not.</td>
<td>No, she isn't.</td>
</tr>
<tr>
<td>Is it at school?</td>
<td>No, it's not.</td>
<td>No, it isn't.</td>
</tr>
<tr>
<td>Are we at the market?</td>
<td>No, you're not.</td>
<td>No, you aren't.</td>
</tr>
<tr>
<td>Are you at the post office?</td>
<td>No, I'm not.</td>
<td>No, we aren't.</td>
</tr>
<tr>
<td>Are they at the cafe?</td>
<td>No, they're not.</td>
<td>No, they aren't.</td>
</tr>
</tbody>
</table>

### Exercise 13: Answer the following questions.

1. Am I at home? No, _____________________________.
2. Is he at work? No, _____________________________.
3. Are you at the cafe? No, _________________________.
4. Is she at the market? No, _________________________.
5. Is today Sunday? No, ___________________________.
6. Are they on First Street? No, _____________________.

7. Are we at the park? No, ___________________________.
8. Is she at the bank? No, ___________________________.
9. Is it at school? No, _____________________________.
10. Are they at the cafe? No, _________________________.
11. Are you at the post office? No, _______________________.

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**Putting English to Work 1 [rev. 11/07]** 8  Unit 3
Life Skill: Reading a Calendar

**Exercise 14:** Write the following information on the calendar.

1. *My birthday* is on Thursday, April 5\textsuperscript{th}.

2. The days of the week

3. *School* is on Monday, April 9\textsuperscript{th} at 6:30 p.m.

4. *Lunch at the cafe* is on Saturday, April 7\textsuperscript{th} at 12:30 p.m.

5. *Call Ramon* on Wednesday, April 11\textsuperscript{th} at 5:30 p.m.

<p>| | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Thursday</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><em>My birthday</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>
Life Skill: Reading a Phone Message

Exercise 15: Read the phone message below. Circle the answers to the questions.

**PHONE MESSAGE**

DATE: ____________ October 10th ____________
TIME: _______ 3:15 p.m. _________
FOR: ____________ Paul ____________
FROM: ____________ Carlos ____________
MESSAGE: ____________ Call back. ____________
__________ Carlos is at the market. ____________
__________ Phone number: 555-7810 ____________

1. Who is the message from?
   a. Paul  
   b. Call  
   c. Carlos

2. Who is the message for?
   a. Paul  
   b. Call  
   c. Carlos

3. What is the phone number?
   a. 555-7810  
   b. 555-7180  
   c. 555-7801

4. Where is Carlos?
   a. at home  
   b. at school  
   c. at the market
Writing

Exercise 16: Put these words in the correct category.

- 2417 First St.
- February
- Sunday
- hang up
- park
- school
- 123 Fourth St.
- home
- leave a message
- dial
- pick up
- Thursday
- 3437 Park Ave.
- April
- work
- 8946 Oak Pl.

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>PLACE</th>
<th>CALENDAR</th>
<th>PHONE CALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2417 First St.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Exercise 17: Answer these questions with YOUR information.

1. What’s your name? _________________________________
2. What’s the date today? _____________________________
3. When’s your birthday? ______________________________
4. What’s your address? _______________________________
5. What’s your phone number? __________________________
6. Where are you? ___________________________________
Narrative Reading

“This is Juan Perez”

This is Juan Perez. This is Juan’s house. His address is 3427 First Street and his phone number is (626) 555-5499. Juan lives near the park. Juan works at Nidia’s Cafe. He works there Monday to Friday. Right now, Juan isn’t at home. He is at the market.

Exercise 18: Answer the following questions.

1. What is Juan’s address? ________________________________
2. What is Juan’s phone number? __________________________
3. Does Juan live near the park? ___________________________
4. Does Juan work at the bank? ____________________________
5. Where does he work? _________________________________
6. Does he work there on Monday? _________________________
7. Does he work there on Saturday? _______________________
8. Is Juan at home right now? _____________________________
9. Is Juan at work? _____________________________________
10. Is Juan at the market? ________________________________
UNIT TEST 3 -- WRITTEN EVALUATION

Part 1: Answer the questions in complete sentences.

1. Where is she? _________________________________ .

2. Where are they? _________________________________ .

3. Where is he? _________________________________ .

4. Is he at home? [page 7]
   No, _________________________________ .

5. Are you at the market? [page 7]
   No, _________________________________ .

Part 2: Follow the directions.

6. Write the word next to its abbreviation. [page 6]
   a. Blvd. _________________________________
   b. Ave. _________________________________

7. Complete the days of the week. [page 4]
   Sunday _________________________________
   Thursday _________________________________
8. Put the following conversation in order. [page 6]
   _____ No, he’s not. May I take a message?
   _____ 555-2187. I’m at school.
   _____ Please tell him to call Sophia.
   _____ Yes. Is Peter there?
   _____ What’s your phone number?
   _____ Hello. May I help you?

9. Read the phone message. Circle the answer to the question. [page 10]

   PHONE MESSAGE
   Date: __________________  Time: __________________
   For: ___________________  From: __________________
   Message: ________________
   ________________________
   ________________________

   Who is the message from?
   a. Carrie  
   b. January  
   c. Olivia  
   d. Call back

   Olivia is at the bank.
   Phone number: 555-6554

Part 3: Write the ordinal numbers in words. [page 4]

10. a. 1st ___________________  b. 5th ___________________
    c. 9th ___________________  d. 11th ___________________
    e. 12th ___________________ f. 20th ___________________
    g. 22nd ___________________ h. 31st ___________________
Unit 3 - Student Answer Key

Exercise 1, page 2
1. bakery 2. bookstore 3. home 4. post office

Exercise 2, page 2
2. school 3. market 4. park 5. bookstore 6. gas station

Exercise 3, page 3
1. b 2. a 3. b 4. a 5. b 6. a

Exercise 4, page 3

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>For</th>
<th>Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 5th</td>
<td>8:00</td>
<td>Bob</td>
<td>Call Ryan. 555-2678 He's at the cafe.</td>
</tr>
</tbody>
</table>

Exercise 5, page 4

Exercise 6, page 5

<table>
<thead>
<tr>
<th>3 (third)</th>
<th>23 twenty-third</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 twentieth</td>
<td>31 thirty-first</td>
</tr>
<tr>
<td>8 eighth</td>
<td>10 tenth</td>
</tr>
<tr>
<td>4 fourth</td>
<td>21 twenty-first</td>
</tr>
<tr>
<td>11 eleventh</td>
<td>12 twelfth</td>
</tr>
<tr>
<td>1 first</td>
<td>9 ninth</td>
</tr>
</tbody>
</table>

Exercise 8, page 5

Exercise 9, page 6
a. Boulevard  b. Road  c. Avenue  d. Street  e. Place

Exercise 10, page 6
2 dial 4 hang up 3 leave a message 1 pick up

Exercise 11, page 6
4 What's your number? 2 No, she is not. 6 Bye. 3 Please tell her to call John. 1 Is Linda there? 5 It's 555-7491.

Exercise 12, page 7
2. She isn't at the bakery. She's at the market. 3. You aren't at the cafe. You're at the gas station. 4. I am not at the bookstore. I'm at the post office. 5. They aren't at the park. They're at the bank.

Exercise 13, page 8
2. he isn't or he's not. 3. I'm (we're) not. 4. she isn't or she's not. 5. it isn't or it's not. 6. they aren't or they're not.

Exercise 14, page 9
Sunday Monday Tuesday Wednesday Thursday Friday Saturday
1 2 3 4 5 My birthday 6 7 Lunch at the cafe at 12:30 p.m.
8 9 School at 6:30 p.m. 10 Call Ramon at 5:30 p.m. 11 12 13 14

Exercise 15, page 10
1. c 2. a 3. a 4. c

Exercise 16, page 11

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>PLACE</th>
<th>CALENDAR</th>
<th>PHONE CALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>2417 First St.</td>
<td>park</td>
<td>February</td>
<td>leave a message</td>
</tr>
<tr>
<td>123 Fourth St.</td>
<td>home</td>
<td>Sunday</td>
<td>hang up</td>
</tr>
<tr>
<td>337 Park Ave.</td>
<td>school</td>
<td>April</td>
<td>pick up</td>
</tr>
<tr>
<td>work</td>
<td>Thursday</td>
<td></td>
<td>dial</td>
</tr>
</tbody>
</table>

Exercise 17, page 11
Answers will vary.

Exercise 18 page 12
1. 3427 First Street. 2. (626) 555-5499 3. Yes, he does. 4. No, he doesn't. 5. He works at Nidia's Cafe. 6. Yes, he does. 7. No, he doesn't. 8. No, he isn't. 9. No, he isn't. 10. Yes, he is.